

# MARICOPA COUNTY JOB ANNOUNCEMENT



## OPEN COMPETITIVE SHERIFF'S DEPUTY TRAINEE

### SALARY INFORMATION:

**\$17.60/Hour Entry (\$36,608 Annually)**

**\$19.19/Hour upon successful completion of Academy (\$39,915 Annually)**

**NOTE:** At the discretion of the hiring authority, individuals possessing relevant experience may be hired above the entry level.

Must be willing to work rotating shifts with varying days off and be willing to work at any location.

Upon successful completion of the academy, Sheriff's Deputy Trainees will advance to the position of Deputy Sheriff.

**APPLY IN PERSON PROMPTLY AT 7:00 A.M.**

**ON THE FOLLOWING DATE:**

**(FOR PHYSICAL AGILITY, ORIENTATION AND WRITTEN EXAM)**

**SATURDAY, SEPTEMBER 11, 2004**

**APPEAR AT:**

**MARICOPA COUNTY SHERIFF'S OFFICE**

**TRAINING FACILITY AUDITORIUM**

**2627 SOUTH 35<sup>th</sup> AVENUE, PHOENIX**

**NOTE: THE SEPTEMBER 25<sup>th</sup> ORIENTATION HAS BEEN**

**CANCELLED**

**For Additional Information Call:**

***SHERIFF'S OFFICE CAREER HOTLINE: (602) 307-JAIL***

Prior to administration of the written exam, staff of the Sheriff's Office will explain processing requirements and be available to answer questions. In order to be considered, you must appear at the scheduled time/date.

Those arriving late will not be admitted.

**IT IS THE POLICY OF MARICOPA COUNTY  
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES  
AN EQUAL OPPORTUNITY EMPLOYER**

## **QUALIFICATIONS**

**MINIMUM**: A High School Diploma or G.E.D. Certificate. **STATUTORY REQUIREMENTS**: Must be a U.S. citizen and, at time of hire be a registered voter in Maricopa County. **AGE**: Must be at least 21 years of age at time of application. **LICENSES AND CERTIFICATES**: Because driving is an essential function, by time of hire a valid Arizona Driver's License is required. **MEDICAL**: Must be medically acceptable for the Deputy Sheriff position meeting Arizona Peace Officer Standards and Training (P.O.S.T.) Board and Public Safety Personnel Retirement System medical requirements, including vision requirements. **SPECIAL**: Prior to hiring, the Sheriff's Office requires that all applicants must pass a polygraph examination, background investigation, medical examination and a psychological screening test.

## **SELECTION PROCEDURE**

**WRITTEN EXAM**. The Sheriff's Deputy Trainee written exam was revised April 1999. If you have tested for this classification since April 1999, and received a passing score, you can elect to use that old test score, rather than re-testing. If you choose to re-test, be aware that we will use the most current score, not the best score. To indicate your interest in not re-testing, this must be noted on the front of the application form in the designated area. **Note**: If you have taken this exam within the past 90 days, you are ineligible to re-test.

Education and experience listed on your application will be assessed for appropriateness to the position requirements. The Human Resources Department reserves the right to admit to the exam process only a limited number of candidates who are considered the most highly qualified for the position. **Qualified candidates will be required to pass a written exam.** The hiring authority will interview and select successful candidates from a register of rated applicants provided by the Human Resources Department

**NOTE TO EMPLOYEES OF MARICOPA COUNTY**: Unless you are a temporary or unclassified employee you must have successfully completed your initial probation before your application can be considered. However, initial probationary employees of the Sheriff's Office (only), will be allowed to participate in the recruitment/selection process.

## **WHAT HAPPENS TO YOUR APPLICATION?**

When you have successfully qualified on the written exam, your application will be maintained in an employment register. The Sheriff's Office will arrange and conduct employment interviews. Successful candidates will be selected from the list provided by the Human Resources Department. The department will notify those who are not selected. Upon successful completion of the academy, Sheriff's Deputy Trainees advance to the position of Deputy Sheriff and will be required to serve a probationary period of one year. During this probationary period they are ineligible to compete for other merit-covered positions.

**The Maricopa County Human Resources Department provides reasonable accommodations in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Employment Services Division at (602) 506-3895 or (506) 506-1908 (TT) if you believe you may require such assistance.**

**SEE NEXT PAGE FOR ESSENTIAL FUNCTIONS**

## **ESSENTIAL JOBS TASKS**

### **ENFORCEMENT:**

Affect an arrest, forcibly if necessary. Subdue resisting subjects using hands and feet while employing defensive tactics maneuvers, or approved non-lethal weapons. Pursue fleeing suspects on foot both day and night in unfamiliar terrain. Use bodily force to gain entrance through barriers to search, seize, investigate and/or rescue. Perform searches of persons. Climb over obstacles, through openings, jump down from elevated surfaces. Jump over obstacles, ditches and streams. Crawl in confined areas to pursue, search, investigate and/or rescue. Conduct searches of buildings and large outdoor areas. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions. Prepare investigative and other reports, using appropriate grammar, symbols and mathematical computations. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications. Communicate verbally and effectively by listening to people and by giving information, directions and commands. Conduct visual and audio surveillance for extended periods of time. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime. Operate an emergency vehicle during both the day and night in pursuit situations involving speeds in excess of posted limits while exercising due care and caution, in exception to traffic control devices and in congested traffic, unsafe road conditions and environmental conditions. Load, unload, aim and fire handguns, shotguns, and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress. May serve a variety of Civil actions. Conduct law enforcement investigations to include the following critical tasks: protect crime and traffic accident scenes, conduct interviews, record information, measure and diagram crime and traffic accident scenes, prepare detailed reports of investigative findings, seize and process evidence, present testimony and evidence in both civil and criminal court proceedings. Perform a variety of public assistance activities. Exercise independent judgment within legal guidelines. Maintain P.O.S.T. certification requirements and adhere to all office policies and procedures. Be present at work site to perform assigned tasks at the times and dates scheduled/assigned by the supervisor.

### **DETENTION:**

Conduct security walks and head counts. Perform inmate cell searches. Frisk and strip search inmates. Conduct continual visual surveillance of inmates and various areas of detention facilities. Provide inmate services. Quickly select and correctly operate appropriate buttons, switches and knobs used to control doors, sliders and communication systems. Pursue fleeing inmates on foot. Monitor and control all activities regarding inmate movement. Use bodily force to gain entrance through barriers to seize or rescue inmates. Subdue resisting inmates using hands and feet while employing defensive tactics or approved non-lethal weapons. Respond quickly to emergency situations. Perform basic first aid procedures and cardiopulmonary resuscitation as needed. Gather information for investigations by interviewing and obtaining the statements of the victims, witnesses, suspects and confidential informants. Prepare log book entries and writes reports. Inventory and inspect security equipment. Operate telephones, electronic equipment, fingerprint equipment, cameras and fax machines. Communicate over radio channels while initiating and responding to radio communications. Communicate verbally and effectively by listening and providing information, direction and commands to inmates and/or the general public. Exercise independent judgment within legal guidelines. Subdue resisting inmates using approved non-lethal weapons. Be able to work any shift due to detention facilities operating 24 hours a day, seven days a week. Perform perimeter checks in a vehicle. Provide courtroom security as well as document judicial information. Inventory inmates' belongings. Ensure legal documentation pertinent to an arrest/release is complete and processed to the appropriate areas. Perform cash accounting of inmates' funds to open or close an account.

**Application materials will be distributed at the orientation.  
Do not complete an application until the orientation.**

# MARICOPA COUNTY SHERIFF'S OFFICE

## DEPUTY TRAINEE APPLICANT INFORMATION

1. POSITION CLASSIFICATION: Sheriff's Deputy Trainees are those who, upon successful completion of all processing and training, will be appointed to the position of Deputy Sheriff. Deputy Sheriffs, at time of appointment are required to hold a current AZ POST Certification from a certified academy. The Maricopa County Sheriff's Office currently utilizes their own basic training academy.
2. POSITION REQUIREMENTS: **Must be at least 21 years of age at time of application.** Qualified applicants must have a high school diploma or GED certificate. Applicant must be a U.S. Citizen, must be in possession of a government issued birth certificate and at the time of hire a valid Arizona driver's license.
3. WORK REQUIREMENTS: Applicants who are selected and hired will be subject to assignments on any shift, with any combination of days off and at any Maricopa County Sheriff's facilities as determined by the needs of the Sheriff's Office.
4. PROBATION PERIOD: Successful candidates for the position of Deputy Trainee are on probation for six (6) months, or until promoted. They will serve a one (1) year probation starting on the date of promotion to Deputy Sheriff.
5. MEDICAL REQUIREMENTS: Applicants must meet minimum standards set by the Arizona Peace Officer Standards & Training Board (AZ POST).
  - a. Visual acuity must be within the following standards: 20/20 or better uncorrected;
  - b. 20/20 or better, corrected by spectacles or hard contact lenses, if uncorrected acuity is 20/80 or better. Candidate must demonstrate satisfactory adaptation to the contacts; or
  - c. 20/20 or better, corrected by soft contact lenses, if the uncorrected acuity is 20/200 or better. Candidate must demonstrate satisfactory adaptation to the soft contacts.

Vision capable of distinguishing basic color groups against a favorable background. Peripheral vision: which does not reveal scotoma or quadrantonopia; or in which vision perimeter testing is in tact at 170 degrees; and

Uncorrected hearing with no loss greater than 25 db in the 500, 1000, 2000, 3000 hertz frequencies as measured by an audiometer.
6. PROCESSING PROCEDURE: Sheriff's Office processing will be done by appointment as scheduled by the Sheriff's Office Pre-Employment Services. Failure to keep any scheduled appointment could result in termination of your processing.

# MARICOPA COUNTY SHERIFF'S OFFICE

## Applicant Information

Read Carefully Before Completing Application

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APPLICANTS WHO FALL INTO ANY OF THE FOLLOWING  
CATEGORIES MAY BE INELIGIBLE FOR THE POSITION AND  
MAY BE REMOVED FROM THE PROCESS

**ANY FALSIFICATION, OMISSION, MISREPRESENTATION OR DECEPTION  
DURING ANY STEP IN THE PROCESSING.**

ANY FELONY CONVICTION. NO TIME LIMIT.

PARTICIPATION IN ANY SERIOUS CRIME.

ANY MISDEMEANOR CONVICTION INVOLVING NARCOTICS, DRUGS, OR MARIJUANA.

SELLING OF NARCOTICS, DRUGS, OR MARIJUANA FOR PROFIT.

ILLEGAL USE OF OPIATE NARCOTICS, HALLUCINOGENS, AND/OR OTHER DANGEROUS  
DRUGS, (INCLUDES LSD, PCP, PEYOTE, Mescaline, CODEINE, HEROIN, MORPHINE, OPIUM,  
PSILOCYBIN, COCAINE, HASH, SPEED, BARBITURATES, ETC.).

RECENT USE OF MARIJUANA.

EXCESSIVE USE OF MARIJUANA AND/OR ANABOLIC STEROIDS.

HISTORY OF DISREGARD FOR TRAFFIC LAWS WITH SUCH FREQUENCY SO AS TO INDICATE A  
DISRESPECT FOR TRAFFIC LAWS AND A DISREGARD FOR THE SAFETY OF OTHER PERSONS  
ON THE HIGHWAY.

ANY SEXUAL CONDUCT PROHIBITED BY LAW.

NEGLIGENCE IN MAINTAINING FINANCIAL RESPONSIBILITY.

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# SHERIFF'S DEPUTY TRAINEE

## Applicant Physical Information (Effective 07/23/04)

The Physical Fitness Evaluation will consist of a 1.5 mile run/walk, push-ups and sit-ups. This evaluation is designed to ensure that applicants meet the minimum entry standards of the Arizona Law Enforcement Academy.

The minimum standards are as follows:

1.5 mile run/walk  MALE and FEMALE	15:20
Push-ups (one minute)  MALE and FEMALE	18
Sit-ups (one minute)  MALE and FEMALE	27

## IMPORTANT

THIS PHYSICAL FITNESS EVALUATION REQUIRES PHYSICAL EXERTION AND ACTIVITY, IF YOU HAVE ANY QUESTIONS ABOUT YOUR HEALTH, OR YOUR PHYSICAL ABILITY TO PARTICIPATE IN THIS EVALUATION, IT IS YOUR RESPONSIBILITY TO CONSULT WITH YOUR DOCTOR **PRIOR** TO PARTICIPATION.